

File a Fictitious Name Certificate in the Clerk's Information System

To run a business under a name different than your own, you must file a fictitious name certificate with the Clerk's Office. This how-to guide will walk you through filing a fictitious name certificate online in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS

homepage.

- Log on to CIS at https://cis.scc.virginia.gov/.

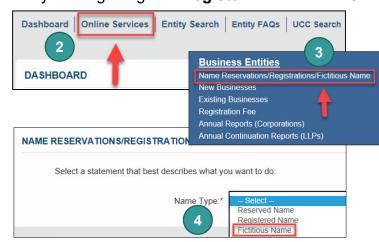
 Note: Google Chrome, Internet Explorer, or
 Microsoft Edge are recommended.
- Click Online Services on the top left.
- Under Business Entities, click Name
 Reservations/Registrations/Fictitious Name.
- 4 Select **Fictitious Name** from the drop-down.
- Determine whether the fictitious name is associated with an entity on record with the SCC.

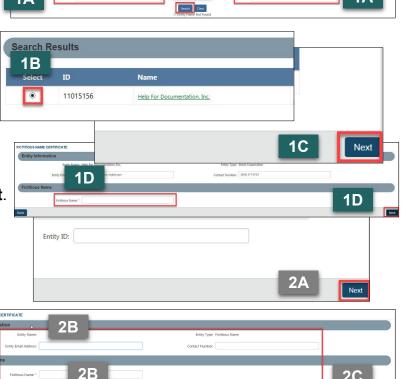
To search for an entity on record:

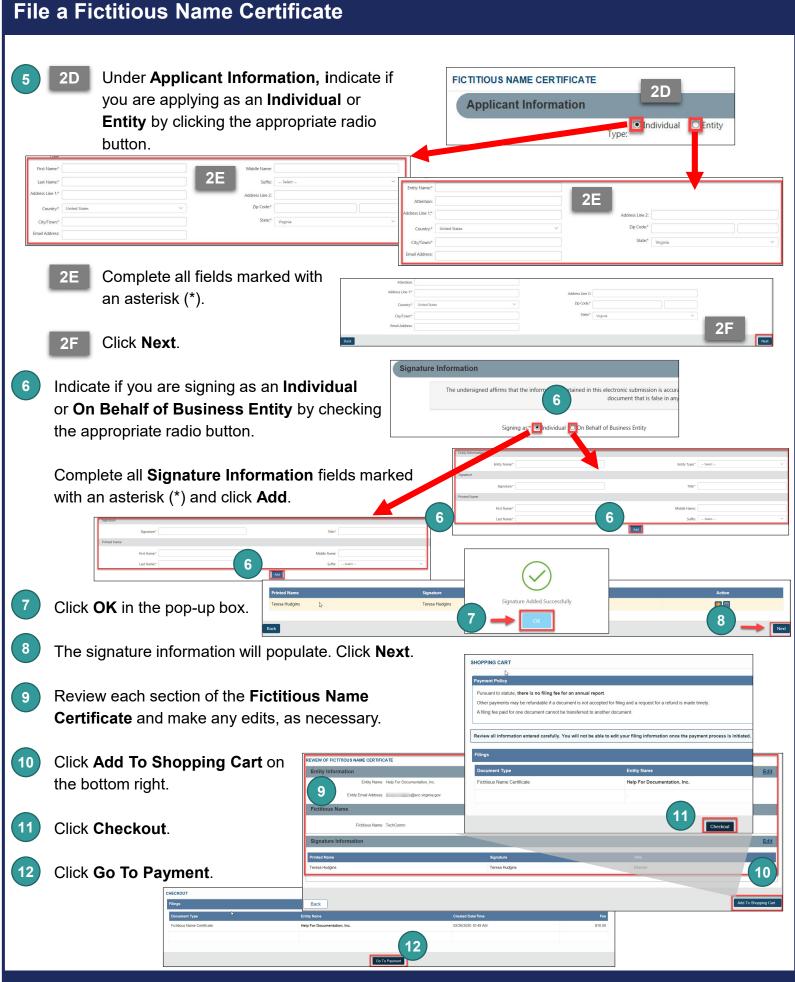
- Enter the **Entity Name** or **Entity ID** and click **Search**.
- Under **Search Results**, check the radio button next to the desired entity.
- 1C Click Next.
- Enter the **Fictitious Name** and click **Next**. *Note: Do not enter "LLC" or "INC", etc.*

If the fictitious name is not associated with an entity on record:

- 2A Click Next.
- Enter the Entity Information and the Fictitious Name.
- 2C Click Next.







File a Fictitious Name Certificate

In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by

LexisNexis to complete your payment.



Payment Information

O Personal Check

2022

6438d

6438d

O Business Check

PAYMENT TYPE

Credit Card

Card Number*

Expiration Month*

Expiration Year*

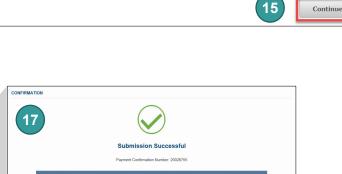
Security Code*

Enter Cantcha

We've provided this sample credit card to assist you in finding the security code.

- Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 15 Click Continue.
- Check the **Acknowledgement** radio button and click **Pay Now.**Note: Do not close the browser window.
- You will be directed to a confirmation screen.





Releasing a Filed Certificate of Assumed or Fictitious Name

When you are no longer conducting business in Virginia under an assumed or fictitious name on file with the Commission, the name may be released by filing a certificate of release in the Clerk's Office. This cannot be done online.

Billing Address

ADDRESS TYPE

Billing First Name*

Billing Last Name*

Billing Zip Code*

Billing Address Line1*

Billing Address Line2

Billing City*

Billing State*

E-mail*

14

(APO/FPO)

Doe

23219

VA

123 Any Street

jane.doe@gmail.com

jane.doe@gmail.com

(804) 371-9733

O International (including Canada, Mexico)

- You must submit a paper form, which can be found on the Clerk's Office website, https://www.scc.virginia.gov/clk/formfee.aspx.
- The fee to file a certificate of release with the Clerk's Office is \$10.00.
- For more information visit: https://www.scc.virginia.gov/clk/befaq/fict.aspx.